

OFFICE OF TRAINING SCHEDULE OF COURSES

July—December 1972

1972
Jul - Dec

Administrative Procedures
3 1/2 or 5 days - full time

28 Aug - 1 Sep
25 - 29 Sep
16 - 20 Oct
13 - 17 Nov
4 - 8 Dec

ADP Courses (OCS)

See pages 12 - 13

Advanced Intelligence Seminar
3 weeks - full time

11 - 31 Oct

Advanced Operations
8 weeks - full time

30 Oct - 22 Dec

Advanced Special Operations Training
(See Special Operations Training)

25X1A

[REDACTED]
2 weeks - full time

Given on request

Basic Operations
16 weeks - full time

18 Sep - 19 Jan 1973

Chiefs of Station Seminar
2 weeks - part time

None scheduled
this period

China Familiarization
1 week - full time

11 - 15 Sep
30 Oct - 3 Nov

25X1A

[REDACTED]
1 week - full time

21 - 29 Aug
2 - 11 Oct

CIA Review
1/2 day - morning

11 Jul
8 Aug
12 Sep
10 Oct
14 Nov
12 Dec

Clandestine Scientific &
Technical Operations
2 weeks - full time

18 - 29 Sep

SECRET
CIA INTERNAL USE ONLY

1972
Jul - Dec

Clandestine Service Records I 2 days - full time	7 - 8 Sep 12 - 13 Oct 7 - 8 Dec
Clandestine Service Records II 1 week - part time	11 - 15 Sep 16 - 20 Oct 11 - 15 Dec
Clandestine Service Records III 2 days - part time	18 - 19 Sep 18 - 19 Dec
Clerical Refresher 4 weeks - part time (Pretest: Wednesday before start of class)	3 - 28 Jul 7 Aug - 1 Sep 11 Sep - 6 Oct 16 Oct - 10 Nov 20 Nov - 15 Dec
Clerical Skills Qualifying Test (Typing and Shorthand)	10 Jul 24 Jul 7 Aug 21 Aug 5 Sep (Tues) 18 Sep 2 Oct 16 Oct 30 Oct 13 Nov 27 Nov 11 Dec 22 Dec (Fri)
Computer Sciences (OCS)	See pages 12 - 13
Counterintelligence Operations 2 weeks - full time	25 Sep - 6 Oct 27 Nov - 8 Dec
Counterintelligence Survey 1 week - full time	28 Aug - 1 Sep 30 Oct - 3 Nov
25X1A [REDACTED] Operations Seminar 3 days and 3 evenings	29 Oct - 1 Nov

SECRET

SECRET
CIA INTERNAL USE ONLY

1972
Jul - Dec

Effective Briefing 10 weeks - part time (Friday morning)	8 Sep - 10 Nov
Effective Writing (Formerly Writing Workshop, Basic) 4 weeks - part time (M-W morning)	10 Jul - 2 Aug 11 Sep - 4 Oct 6 - 29 Nov
Field Administration (Formerly Field Finance & Logistics) 3 weeks - full time	14 Aug - 1 Sep 30 Oct - 17 Nov
Field Operations Familiarization (See Operations Support)	
Fundamentals of Supervision and Management 1 week - full time	18 - 22 Sep 30 Oct - 3 Nov 27 Nov - 1 Dec
Geography of China 3 weeks - (M-W-F all day)	14 Aug - 1 Sep
Geography of USSR	Given on request
Information Reporting, Reports, and Requirements 3 weeks - full time	28 Aug - 15 Sep 30 Oct - 17 Nov
Information Reports Familiarization 1 week - full time	10 - 14 Jul 2 - 6 Oct 4 - 8 Dec
Intelligence and World Affairs 4 weeks - full time	10 Jul - 4 Aug 5 - 29 Sep 16 Oct - 10 Nov 27 Nov - 21 Dec
Intelligence Briefing 8 days - part time (M-W morning)	18 Sep - 19 Oct 13 Nov - 12 Dec
Intelligence Production 8 weeks - full time	18 Sep - 10 Nov
Intelligence Research Techniques	Given on request

SECRET
CIA INTERNAL USE ONLY

SECRET
CIA INTERNAL USE ONLY

1972
Jul - Dec

Intelligence Writing Workshop
(Formerly Writing Workshop,
Intermediate)
4 weeks - part time (T-Th morning)

27 Jun - 25 Jul
3 - 26 Oct

25X1A

Introduction to [REDACTED]
4 days - full time

27 - 30 Nov

Introduction to Map Reading &
Imagery Analysis
8 days - (M-W-F all day)

25 Sep - 13 Oct

Language Courses

See pages 7 - 11

Latin America Seminar
12 weeks - part time (usually
Tues. P.M.)

12 Sep - 28 Nov

25X1A

[REDACTED] - Orientation [REDACTED]
[REDACTED] Dependents' Orientation

Given on request

25X1A

25X1A

Given during [REDACTED] Orientation

Managerial Grid
1 week - full time

15 - 20 Oct
12 - 17 Nov
3 - 8 Dec

Midcareer Course
6 weeks - full time

27 Aug - 6 Oct
5 Nov - 19 Dec

Operations Support
(Formerly Field Operations
Familiarization)
3 weeks - full time

11 - 29 Sep
16 Oct - 3 Nov
27 Nov - 15 Dec

Orientation for Overseas
2 1/2 days - full time

18 - 20 Jul
22 - 24 Aug
3 - 5 Oct
7 - 9 Nov

25X1A

25 Oct - 3 Nov

SECRET

CIA INTERNAL USE ONLY

1972
Jul - Dec

Performance Appraisal Workshop
1 day - full time

10 Oct
12 Dec

Planning and Control of Work
Workshop
1 1/2 days - full time

12 - 13 Oct
14 - 15 Dec

Project Officer in the Contract
Cycle
1 week - full time

17 - 21 Jul
2 - 6 Oct
4 - 8 Dec

Reading Improvement
5 weeks - part time (T-Th morning)

12 Sep - 12 Oct
7 Nov - 12 Dec

25X1A

1 day - full time

5 Jul 11 Oct
19 Jul 25 Oct
2 Aug 8 Nov
16 Aug 22 Nov
30 Aug 6 Dec
13 Sep 20 Dec
27 Sep

Soviet Bloc Operations
2 weeks - full time

6 - 17 Nov

Special Clandestine Operations
Orientation for DDS&T
1 week - full time

16 - 20 Oct

Special Operations Training
(Formerly Advanced Special
Operations Training)
10 weeks - full time

14 Aug - 20 Oct

Special Orientation for Agency
Representatives Attending Senior
Officer Schools
3 days - full time

Not scheduled
this period

Support Services Review:
Trends & Highlights
1 week - full time

18 - 22 Sep
30 Oct - 3 Nov
27 Nov - 1 Dec

USSR Country Survey
2 weeks - full time

6 - 17 Nov

SECRET

SECRET
CIA INTERNAL USE ONLY

1972
Jul - Dec

25X1A	Vietnam Operations [REDACTED] 2 weeks - full time	7 - 18 Aug 9 - 20 Oct 4 - 15 Dec
25X1A	Vietnam Orientation [REDACTED] 4 weeks - full time	3 - 28 Jul 4 - 29 Sep 30 Oct - 24 Nov
	Vietnam Dependents 2nd Thursday of Vietnam Orientation	13 Jul 14 Sep 9 Nov
25X1A	[REDACTED] Defensive Driving 1 week - full time	24 - 28 Jul 25 - 29 Sep 27 Nov - 1 Dec
	Writing Workshop, Basic (See Effective Writing)	
	Writing Workshop, Intermediate (See Intelligence Writing Workshop)	

SECRET

SECRET
CIA INTERNAL USE ONLY

LANGUAGE TRAINING COURSES*
(3 students minimum)

Course	Type	FT/PT	Length	Beginning Dates					
				Jul(72)	Sep	Nov	Jan(73)	Mar	May
Arabic 100	RSU	FT	52 weeks	S	C	H	E	D	U
Arabic 710	RT	PT	30 weeks	S	C	H	E	D	U
Chinese 100	RSU	FT	44 weeks	S	C	H	E	D	U
Chinese 500	R	PT	26 weeks	S	C	H	E	D	U
Chinese 110	RSU	PT	700 hours	S	C	H	E	D	U
Chinese 730	R	PT	40 hours	S	C	H	E	D	U
Chinese 735	S	PT	Open	S	C	H	E	D	U
French 100	RSU	FT	28 weeks	10	11	6	8	5	7
French 120	RSU	FT	13 weeks	10	11	6	8	5	7
French 110	RSU	PT	400 hours	--	11	6	8	--	7
French 510	R	PT	200 hours	10	--	--	8	--	--
French 610/615	RSU	PT	40 weeks-BAHLT	--	11	--	--	--	--
German 100	RSU	FT	28 weeks	10	11	6	8	5	7
German 110	RSU	PT	500 hours	10	11	6	8	5	7

*For course descriptions see Pages 19-36 in 1970 OTR Catalog.

SECRET

Approved For Release 2000/05/08 : CIA-RDP78-03090A000500040002-0

Course	Type	FT/PT	Length	Beginning Dates					
				Jul (72)	Sep	Nov	Jan (73)	Mar	May
German 510	R	PT	500 hours	10	11	6	8	5	7
German 610/615	RSU	PT	40 weeks-BAHLT	--	11	--	--	--	--
Greek 100	RSU	FT	44 weeks	S C H E D U L E D O N D E M A N D					
Greek 110	RSU	PT	700 hours	S C H E D U L E D O N D E M A N D					
Greek 510	R	PT	600 hours	S C H E D U L E D O N D E M A N D					
Indonesian 100	RSU	FT	24 weeks	10	--	6	--	--	--
Indonesian 510	R	PT	250 hours	S C H E D U L E D O N D E M A N D					
Italian 100	RSU	FT	28 weeks	--	11	--	8	--	7
Italian 120	RSU	FT	13 weeks	--	11	--	8	--	7
Italian 110	RSU	PT	200 hours	--	11	--	8	--	7
Italian 510	R	PT	200 hours	S C H E D U L E D O N D E M A N D					
Japanese 100	RSU	FT	44 weeks	--	11	--	8	--	--
Lao 100	RSU	FT	36 weeks	--	11	--	8	--	7
Persian 100	RSU	FT	36 weeks	--	11	--	8	--	--

8

SECRET

CIA INTERNAL USE ONLY

Approved For Release 2000/05/08 : CIA-RDP78-03090A000500040002-0

Approved For Release 2000/05/08 : CIA-RDP78-03090A000500040002-0

SECRET
CIA INTERNAL USE ONLY

Course	Type	FT/PT	Length	Beginning Dates					
				Jul(72)	Sep	Nov	Jan(73)	Mar	May
Persian 510	R	PT	400 hours	S	C	H	E	D	U
Polish 100	RSU	FT	28 weeks	S	C	H	E	D	U
Polish 110	RSU	PT	700 hours	S	C	H	E	D	U
Portuguese 100	RSU	FT	30 weeks	--	11	--	8	--	7
Portuguese 120	RSU	FT	13 weeks	--	11	--	8	--	7
Romanian 100	RSU	FT	35 weeks	--	11	--	8	--	7
Romanian 110	RSU	PT	500 hours	10	--	--	8	--	--
Romanian 510	R	PT	500 hours	S	C	H	E	D	U
Russian 100	RSU	FT	52 weeks	--	11	--	8	--	7
Russian 110	RSU	PT	700 hours	--	11	--	8	--	7
Russian 510	R	PT	650 hours	S	C	H	E	D	U
Russian 610/615	RSU	PT	40 weeks-BAHLT	--	11	--	--	--	--
Russian 751	S	PT	Open	S	C	H	E	D	U
Russian 752	RT	PT	24 hours	--	5	--	8	--	7
Russian 753	R	PT	200 hours	--	5	--	8	--	--

Approved For Release 2000/05/08 : CIA-RDP78-03090A000500040002-0

SECRET
 Approved For Release 2000/05/08 : CIA-RDP78-03090A000500040002-0

Course	Type	FT/PT	Length	Beginning Dates					
				Jul (72)	Sep	Nov	Jan (73)	Mar	May
Russian 754	R	PT	200 hours	--	5	--	8	--	--
Russian 755	R	PT	100 hours	--	5	--	8	--	--
Russian 756	R	PT	60 hours	--	5	--	8	--	--
Russian 757	R	PT	42 hours	--	5	--	8	--	--
Russian 758	R	PT	42 hours	--	5	--	8	--	--
Serbo-Croatian 100	RSU	FT	28 weeks	S C H E D U L E D O N D E M A N D					
Serbo-Croatian 110	RSU	PT	700 hours	S C H E D U L E D O N D E M A N D					
Spanish 100	RSU	FT	28 weeks	10	11	6	8	5	7
Spanish 120	RSU	FT	13 weeks	10	11	6	8	5	7
Spanish 110	RSU	PT	400 hours	10	11	6	8	5	7
Spanish 510	R	PT	200 hours	10	--	--	8	--	--
Spanish 610/615	RSU	PT	40 weeks-BAHLT	--	11	--	--	--	--
Swedish 100	RSU	FT	28 weeks	--	11	--	8	--	7

10
 SECRET
 CIA INTERNAL USE ONLY

Approved For Release 2000/05/08 : CIA-RDP78-03090A000500040002-0

SECRET
CIA INTERNAL USE ONLY

Course	Type	FT/PT	Length	Beginning Dates					
				Jul(72)	Sep	Nov	Jan(73)	Mar	May
Swedish 110	RSU	PT	400 hours	--	11	--	8	--	--
Swedish 510	R	PT	400 hours	S C H E D U L E D O N D E M A N D					
Thai 100	RSU	FT	32 weeks	--	11	--	8	--	7
Turkish 100	RSU	FT	40 weeks	--	11	--	8	--	--
Vietnamese 100	RSU	FT	44 weeks	--	11	--	8	--	7
Vietnamese 120	RSU	FT	6 weeks	S C H E D U L E D O N D E M A N D					

RSU - Reading, Speaking and Understanding
R - Reading Only
RT - Reading/Translation
FT - Full time
PT - Part time

For course descriptions see Pages 19-36 in 1970 OTR Catalog.

<u>COMPUTER SCIENCE</u> (OCS)	<u>1972</u> Jul - Dec
ADP I 4 days - full time	24 - 27 Jul 30 Oct - 2 Nov
Advanced PL/1 1 week - full time	28 Aug - 1 Sep
ALC 1 1 week - full time	25 - 29 Sep
ALC 2 1 week - full time	2 - 6 Oct
ALC Workshop 4 days - full time	10 - 13 Oct
APL 1 week - part time	6 - 10 Nov
Basic PL/1 1 week - full time	14 - 18 Aug
Batchmon 1 day - part time	12 Jul 13 Jul
Calcomp 1 day - part time	26 Jul 27 Jul
CMS Edit & Libraries 1 day - part time	7 Jul 11 Jul
CMS Exec Files 1 day - part time	14 Jul 17 Jul
COM 1 day - part time	4 Dec
CP Console Functions 1 day - part time	6 Jul 10 Jul
CP/CMS Open Discussion 1 day - part time	18 Jul
File Design 3 days - part time	27 Nov - 1 Dec

1972
Jul - Dec

Flowcharting 1 week - full time	31 Jul - 4 Aug
Intermediate PL/1 1 week - full time	21 - 25 Aug
JCL Workshop 1 week - full time	18 - 22 Sep
OS Theory 1 week - part time	11 - 15 Sep
PL/1 Workshop 4 days - full time	5 - 8 Sep
S/360/370 Introduction 1 week - full time	7 - 11 Aug
Script 1 day - part time	24 Jul 25 Jul
Structured Programming 1 week - full time	16 - 20 Oct
Structured Programming Workshop 4 days - full time	24 - 27 Oct
Systems Analysis I 1 week - full time	21 - 25 Aug
Systems Analysis II 1 week - full time	11 - 15 Dec

SECRET

Approved For Release 2000/05/08 : CIA-RDP78-03090A000500040002-0
CIA-INTERNAL USE ONLY

SECRET

Approved For Release 2000/05/08 : CIA-RDP78-03090A000500040002-0
CIA-INTERNAL USE ONLY